

From: Boyd, Andrew
Sent time: 03/08/2016 03:30:20 PM
To: Schanilec, Kevin; Connery, Shannon
Subject: FW: SEP 14 SMT LOA
Attachments: SMT LOA 010T.doc

From: Lizanne Davis [mailto:Lizanne.Davis@fmc.com]
Sent: Tuesday, March 08, 2016 12:28 PM
To: Robert Forbes <ROBERT.FORBES@fmc.com>; David Heineck <davidh@SummitLaw.com>; Rosalind Schoof <rschoof@ramboll.com>; Bill Bacon (bbacon@shoshonebannocktribes.com) <bbacon@shoshonebannocktribes.com>; Danny Stone (b) (6); Boyd, Andrew <Boyd.Andrew@epa.gov>
Subject: SEP 14 SMT LOA

Dear All,

Attached is a draft LOA covering the 1st two quarters of 2016. Please review and approve as charges incurred for February conference calls must be submitted by March 20, 2016. Shortly, I will also send for your final approval the CEP and cover letter conveying the final study and the CEP to EPA.

Best,
Liz

Lizanne H. Davis
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SEP 14 LETTER OF AUTHORIZATION**LOA 010 T****STUDY MANAGEMENT TEAM (SMT)
AND APPROVED VENDORS**

January 1, 2016 through June 30, 2016

SEP 14 Study Management Team Members are responsible for a number of activities associated with the project including, but not limited to:

1. Project administration and oversight, including schedule and budget
2. Project conformance to the Consent Decree requirements and other EPA SEP guidance
3. Study Design Panel selection
4. Approval of Study Design Panel recommendations
5. Approval and management of contractors
6. Development and management of communication and education plan
7. Development and management of statements of work for authorized vendors.

This Letter of Authorization (LOA) authorizes Members of the SEP 14 Study Management Team (SMT) and Approved Vendors to carry out work authorized by the SMT and charge amounts to the SEP 14 project funds administered by *de maximis, inc.* as described below.

SMT Members receiving hourly compensation for activities authorized by the SMT are provided a maximum of thirty (30) billable hours for the 1st two quarters of 2016 unless an agreement exists independent of this LOA expressly providing otherwise.

SMT Members who are employees of either the Tribes or FMC will not receive compensation from SEP 14 funding for their participation (excluding travel related expenses) for SEP 14 work.

SMT Members and Approved Vendors receiving hourly compensation from SEP 14 funds will maintain detailed time records by date describing activities under this LOA and will provide work descriptions in the invoices they submit for their work. The invoices will provide the information required under the *de maximis* invoice template and attach originals (or photocopies if authorized by the SMT) of the receipts for costs submitted for reimbursement.

Each invoice submitted under this LOA shall cover a one-month calendar period and must be submitted not later than the 20th day of the following month to be eligible for payment. In exceptional circumstances the SMT may approve submittal of individual invoices after the 20th day deadline. No charges outside the monthly calendar period of an invoice will be paid. No payment shall be made for hours billed in excess of those authorized under this LOA unless those hours are approved by the SMT in advance of the

additional work proposed to be performed. SMT-approved exceedances must be noted on the monthly invoice. Each vendor shall prepare a separate monthly invoice, which may be submitted for review and payment in conjunction with other invoices at the vendor's option.

All invoices for LOA 010 T costs must be submitted (electronically or postmarked) to de maximis for receipt no later than July 20, 2016 to remain eligible for reimbursement from the SEP14 account. LOA 010 T will be closed out no later than July 20, 2016.

Reasonable SMT and Approved Vendor expenses associated with the work authorized under this LOA shall be reimbursed and mileage costs for personal vehicle use for non-routine SEP 14 business shall be reimbursed at the prevailing IRS rate.

Approved By SMT:

By email: Robert Forbes
Liz Davis
Dave Heineck
Roz Schoof
Susan Hanson
Danny Stone

March 8, 2016

**SMT Members and
Approved Vendors**

LOA 010T

FMC:

SMT:

Liz Davis	Not approved as to compensation for time
Bob Forbes	Not approved as to compensation for time
Dave Heineck	Not approved as to compensation for time
Roz Schoof	

Approved Vendors: DEFERRED 1ST QUARTER, 2010 ON TRIBAL MOTION

Nick Gudka	See LOA 010 D
Paul Yochum	See LOA 010 D
Dina Johnson	See LOA 010 D
Rob Hartman	See LOA 010 D

Approved Vendor: DEFERRED June 15, 2011
Dina Johnson See LOA 010D

Approved Vendor:

Paul Yochum: 8 hours for Exponent/SMT/FHBC meetings January, 2012

Tribes:

SMT:

Susan Hanson	
Hobby Hevewah	
Danny Stone	Not approved as to compensation for time